

**HACKNEY CARRIAGE, PRIVATE HIRE OR COMBINED DRIVER LICENCE
Application Form****APPLICANT DETAILS**

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other Title	<input type="text"/>	
Surname	<input type="text"/>									
Forename(s)	<input type="text"/>									
Address including Postcode	<input type="text"/>									
Telephone No	<input type="text"/>									
Email	<input type="text"/>						N. I. No	<input type="text"/>		
Place of Birth	<input type="text"/>						Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPLICATION TYPE

This is an application for a **Hackney Carriage Driver** **Private Hire Driver** **Combined Driver**

This is a **new application** I am applying for a **1-year** licence

This is a **renewal** Current Badge No I am applying for a **3-year** licence

ABOUT THIS APPLICATION

The Licensing Authority of Royal Borough of Windsor and Maidenhead needs to be satisfied on the contents of this application before granting to an applicant a Hackney Carriage, Private Hire or Combined Driver Licence.

When completing this application form please:

- Write inside the boxes using **BLOCK CAPITAL** letters.
- Ensure that a response is given for **EVERY** question. Incomplete application forms will not be accepted.
- Provide **ALL** original documents required in the list below for inspection by the Licensing Officer.

Please return this completed form to: **Licensing Office, RBWM, Town Hall, St Ives Road, Maidenhead, SL6 1RF.**

REQUIRED DOCUMENTS

Completed Application Form (every time)	Medical Examination Certificate Group 2 (every 5 years)
Driving Licence (every time)	Safeguarding Course Certificate (every 3 years)
Passport / Visa / Proof of Right to Work (every time)	Practical Driving Test Certificate (new application)
Enhanced DBS / certificate of good conduct (every 3 years)	Completed Written Knowledge Test (new application)

FEES

	£
Renewal or grant of a Private Hire Driver or Hackney Carriage Driver licence (1 year)	100.00
Renewal or grant of a Combined Driver licence (1 year)	160.00
Replacement Badge	10.00
DBS Application (required every 3 years)	44.00

HMRC TAX CHECK CODE

From 4 April 2022, we as a licensing authority need to perform an additional check when processing this application.

You will need to confirm you are aware of your tax responsibilities when applying for or renewing a Private Hire, Hackney Carriage or Combined Driver Licence. Please start by answering the following questions:

Are you renewing an active licence? Yes No

Are you applying for a licence previously held with us, that expired less than a year ago? Yes No

Are you applying for the same type of licence you already hold with another authority? Yes No

If you answered yes to any of the above questions, you will need to provide us with a tax check code before we can issue your licence. To get a check code, you will need to complete a tax check using a Government Gateway account.

Tax check website: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

The tax check should only take a few minutes. There will be guidance on GOV.UK and if you need extra support you will be able to complete the tax check by phone through the HMRC customer helpline: **0300 200 3300**

HMRC Tax Check Code: This code needs to be less than 120 days old.

We will not be able to proceed with your application without this check code.

We will not have access to your tax information. The check code will only confirm that you have completed a tax check.

Please be aware that HMRC has powers to obtain information from us. Schedule 23 of the Finance Act 2011 (Data Gathering Powers) and Schedule 36 of the Finance Act 2008 (Information and Inspection Powers) grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

Tax Responsibilities

If you are applying for a licence for the first time, or you are reapplying for a licence that expired over a year ago, you do not need to provide us with a tax check code. However, you still need to confirm that you are aware of your tax responsibilities moving forward by reading the statement below and signing.

Please see the following GOV.UK websites for HMRC guidance about tax registration obligations:

PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax

Registering for Self-Assessment: www.gov.uk/register-for-self-assessment

Corporation Tax information: www.gov.uk/corporation-tax

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.

Signature of applicant

HOURS OF WORK

I will be working as a Hackney Carriage / Private Hire / Combined Driver:

a) Full time b) Part time hours per week

c) I am not currently working as a Hackney Carriage / Private Hire / Combined Driver

What is your other occupation?

UK DRIVING LICENCE VERIFICATION PROCESS

All Applicants are required to have the current status of their UK DVLA driving licence verified by a RBWM officer. This is done at your licensing appointment by providing us with an 8-digit DVLA check code.

DVLA Check Code (case sensitive)

Applicants will also be required to authorise access by RBWM licensing officers to their driving licence status for the duration of their licence, via the website www.gov.uk/view-driving-licence.

DVLA Driving Licence Number

I give permission for a RBWM Licensing Officer to access my DVLA driving licence information when required to perform their statutory function.

MEDICAL

During the last 12 months have you suffered from any illness or injury which has affected your ability to drive?

Yes No

If **YES**, please give details.

Date	<input type="text"/>	Condition	<input type="text"/>
Duration	<input type="text"/>	Medication	<input type="text"/>
Treatment	<input type="text"/>		

Did you notify the DVLA of the change in your medical circumstances?

Yes No

PREVIOUS LICENCES

Have you previously held or applied for a Hackney Carriage, Private Hire or Combined Driver Licence **with this or any other authority**?

Yes No

If **YES**, with which authority?

Was the licence granted?

Yes No

Date the licence was granted

Have you ever had a Hackney Carriage, Private Hire or Combined Driver Licence:

a) Refused? Yes No b) Suspended? Yes No c) Revoked? Yes No

If **YES**, please give details

Date	<input type="text"/>	Duration	<input type="text"/>
Authority	<input type="text"/>		
Reason	<input type="text"/>		

PLEASE NOTE

All licence holders must keep in their vehicle copies of their RBWM Vehicle Licence, Vehicle Insurance, MOT and Certificate of Compliance. Drivers are also required to carry their RBWM Badge on them when working.

DECLARATION OF PRIVATE HIRE OPERATOR

(to be completed on every occasion for a Private Hire Driver or Combined Driver Licence)

This Declaration must be signed by the Licensed Private Hire Operator or an Authorised Signatory.

I hereby certify that the applicant named over will be working as a Private Hire Driver.

Operator Name:

Operator Address
including Postcode

Company
Stamp

Operator Number

Licence Expiry Date

Operator Signature

(Only authorised signatures will be accepted)

Name of Signatory

Date of Signature

DECLARATION OF CONVICTIONS / DVLA POINTS

When submitting an application for a Hackney Carriage, Private Hire or Combined Driver Licence applicants are required to declare **ALL convictions and cautions** you may have by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 2002. **Any spent convictions must be disclosed.**

Please also record any current DVLA points on your driving licence.

Have you ever had any:

a) Convictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	c) Motoring Offences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Cautions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	d) DVLA Points	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If **YES** to any, please give details below.

Date of Conviction	Offence	Court	Sentence / Fine

Are you currently on bail or subject of any outstanding charge or summons?

Yes No

If **YES**, please give details – continue on a separate sheet if required.

DATA PROTECTION

Royal Borough of Windsor and Maidenhead (RBWM) and its agents will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of assessing your application to hold a Hackney Carriage / Private Hire / Combined Driver Licence and for the administration of the licence.

If your application is successful, your name, licence number, licence status, issued date and expiry date will be made available on a public register. **By signing this form you are consenting to the processing of your data by RBWM for these purposes.** The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation, for identification purposes or to prevent or detect fraud or a crime.

For further information on the law surrounding Data Protection, please visit the Information Commissioner's Office website at www.ico.org.uk.

DECLARATION OF APPLICANT

I hereby certify that, to the best of my knowledge and belief, the information I have given in this application is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that Royal Borough of Windsor and Maidenhead reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses Act 1847, The Local Government (Miscellaneous Provisions) Act 1976 and any modification or re-enactment thereof.

I acknowledge that the Hackney Carriage / Private Hire / Combined Driver Licence(s) issued to me as shown above remains the property of Royal Borough Windsor and Maidenhead Council, is / are held on loan by me and must be returned to the Council on demand. I undertake to return the badge within 7 days after revocation, expiry or suspension of my licence under Section 60 of The Local Government (Miscellaneous Provisions) Act 1976 and The Town Police Clauses Act 1847 whether or not any demand is made by the Council.

I confirm I give Royal Borough of Windsor and Maidenhead the authority to receive up-to-date information (within the meaning of Section 116A of the Police Act 1997) in relation to my criminal record DBS Certificate for the purpose of asking an exempted question within the meaning of Section 113A of the Police Act 1997; or in relation to my enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of Section 113B of the Police Act 1997.

I confirm that I have the right to work in the UK.

I confirm that I have read and understood the above declaration and the information supplied by myself is true and accurate to the best of my knowledge.

Signature of applicant

Date

PRIVACY NOTICES

Hackney Carriage / Private Hire / Combined Driver Licence applications are for the confidential use of the Licensing Authority.

We are a unitary authority responsible for all areas of local government within its geographical boundary. We are registered under the Data Protection Act as a Data Controller with the Information Commissioner's Office. The council registration reference is: **Z6764716**

Please see the following links for more information:

www.rbwm.gov.uk/home/council-and-democracy/strategies-and-policies/data-protection/privacy-notices

www.rbwm.gov.uk/sites/default/files/2020-04/privacy_notice_taxi_licences.pdf